

4.4 TRAINING PROGRAM OFFICER JOB DESCRIPTION

Training Program Officer (Training Specialist I)

DESCRIPTION:

Under supervision of the Senior Program Officer, manages the Training federal grant programs including planning, organization, implementation and evaluation of all program components; provides technical assistance and expertise to subgrantees on training; technical operations and activities necessary to implement the program; coordinates the Commission public relations services, works with media, local, State and Federal agencies, volunteer management professionals, and service agencies; directs the Commission Awards Program; performs related work as assigned.

ESSENTIAL DUTIES:

1. Serve as *ServeNebraska Training Program Officer* under direction of the Senior Program Officer.
 - develop Annual Training Plan & Training Calendar for national service participants and other community-based groups
 - assess training needs based upon input from key audiences
 - researches, develops, presents and/or arranges for training courses and recruits trainers, as needed
 - develop and teach training curricula for variety of topics
 - implement adult learning methodologies, advanced instructional approaches, techniques and alternative learning (such as distance learning or computer based training, self study modules)
 - develop contracts with trainers and manages/monitors funding to ensure trainings follow federal requirements
 - develop strategies to grow agency Fee-for-Service Training Program and promote the expansion of training offerings to more audiences
 - conduct evaluations of all trainings; market the training program and the agency mission
 - organize & implement annual AmeriCorps Program Staff Orientation and annual AmeriCorps Member Kick-off & Swearing-In Ceremony
 - provide technical assistance to AmeriCorps Program staff
 - write the annual *Program Development Assistance & Training* federal grant application
 - track and develop written records of agency trainings and submits routine periodic program reports
 - manage grant budget and monitors federal fund expenditures
 - review and approve payment of bills for training and submit approved training bills for payment
2. Responsible for the agency's *Volunteer Recognition and Awards Program*
 - recommend and revise Awards Program Guidance
 - develop and implement a marketing plan to secure nominations
 - work with Senior Program Officer to publicize Awards on the agency website
 - coordinate the selection process including recruiting and training judges
 - arrange and coordinate Awards presentation events and communicate with winners
3. Responsible for redesigning and maintaining the Commission's *Online Resource Library*.
4. Assist with *Agency Marketing and Public Relations Activities*
 - a. write press releases, organize and promote a higher visibility of agency with the public, stakeholders and the media; cultivate media contacts
 - b. provide content to social media and enhance the agency's online presence and assist the Senior Program Officer with website maintenance
 - c. writes, designs, composes, edits researches, compiles, and/or selects copy and layout for publications, audio-visual material, media releases, website, displays, exhibits, and/or speeches
5. Serve as *Liaison to a ServeNebraska Commission Board Committee*.

EDUCATION/EXPERIENCE/SKILLS/ABILITIES REQUIRED

Minimum Qualifications:

- Post high school coursework/training in: elementary, secondary or post-secondary education, adult education, educational psychology, vocational or industrial education, workshop/seminar planning or development, or social/behavioral sciences; or experience in planning, developing, conducting educational and/or training

courses, seminars, workshops or Bachelor's degree in a related field. Previous applicable program experience and/or professional license or certification may be required.

Prefer:

- Bachelor's Degree in education, public administration, journalism/public relations/marketing, or related area
- 3-5 years professional-level experience with responsibility for developing curriculum, doing training and presentations; developing or implementing agency training programs; federal grant management; public relations and marketing experience; project planning and program management; contract development processes; monitoring and evaluating programs; budget and financial management; and grant writing.
- Professional teaching, training and consulting experience; preferably in higher or adult education.
- Government grant or program management; federal grants management experience, budget/financial management.
- Must have excellent communication and computer skills; ability to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- In-state travel and out-of-state travel; valid Nebraska driver's license; must complete Defensive Driving course to drive state vehicles.